



**Albuquerque Urban Enhancement Program
Department of Arts and Culture**

**URBAN ENHANCEMENT TRUST FUND (UETF) COMMITTEE
MEETING MINUTES
January, 13, 2023**

Virtual Meeting held via Zoom

Members Present:

Stanley Allen, Chair, Dist. 6
Andrew Lipman, Chair Elect, Dist. 9
Julia Youngs, Vice Chair Elect, Dist. 2
Madalena Salazar, Dist. 7

Absent:

Joshua Hoffman, Dist. 4

Vacant:

Vacant, Dist. 1
Vacant, Dist. 3
Vacant, Dist. 5
Member at Large

Staff Present:

Sherri Brueggemann, Division Manager
Madrone Matishak, Special Projects
Coordinator
Robyne Robinson, Public Art Project
Planner
Mandolen Sanchez, Education Outreach
Coordinator
Eric Werner, Management Analyst

Guests:

Dr. Shelle Sanchez, Director Arts and
Culture Department

I. Native Land Acknowledgement/Called to Order: S. Allen called the meeting to order on Zoom at 11:36 a.m. and provided the Native Land Acknowledgement.

II. Approval of Agenda: A. Lipman moved to approve the Agenda M. Salazar seconded; all approved.

III. Election of UETF Board Chair and Vice Chair: S. Allen announced the end of his board chair and that he has served two consecutive terms. He asked for nominees for Chair. S. Allen nominated A. Lipman. No other nominations named. J. Young moved to elect A. Lipman as board chair after confirming he is willing to take on the role. M. Salazar seconded. All approved. S. Allen passed gavel to A. Lipman. A. Lipman opened nominations for Vice Chair. M. Salazar nominated J. Young for Vice Chair. No other nominations. S. Allen moved to elect J. Young as

Vice Chair. M. Salazar seconded; all approved.

IV. Approval of August 19, 2022 Meeting Minutes: M. Salazar indicated she was not listed as present or absent on previous meeting minutes. S. Brueggemann indicated team would determine M. Salazar's attendance status and amend the minutes accordingly. S. Allen moved to approved the August 19, 2022 meeting minutes as amended; M. Matishak found that M. Salazar had seconded a motion on August 22, so was in fact, in attendance. M. Salazar seconded; all approved.

V. Approval of the 2023 Open Meetings Act Resolution: S. Allen indicated that he had forwarded E. Werner a request for change from the listed time of 12:00 noon to the actual meeting time of 11:30. E. Werner indicated that change had been made. S. Allen moved to approve the 2023 Open Meetings Act Resolution; J. Young seconded; all approved. S. Brueggemann announced it would be posted to UETF web page.

VI. Election of Governance Committee: S. Brueggemann explained that under the by-laws, the board must have a governance committee comprised by the Board Chair, Vice Chair and one other member of the board. Duty of the governance committee is to oversee the actions of the board members. A. Lipman moved to have S. Allen as third member of the committee. M. Salazar seconded. All approved.

VII. Public Comment: No Public Comment

VIII. Update/Discussion/Reviews/Approval:

A. Staff Recommendation Appropriation for FY24-25: S. Brueggemann recommends to the board an appropriation of \$350,000.00, as well as the plan to announce a second round of funding at a later meeting to continue the Resiliency Residency program. This will allow the UETF to maintain the same level of funding as the three cycles prior to the pandemic. S. Allen asked if there will be additional funds for the Residency program. S. Brueggemann said that based on anticipated revenues, it looks like there will be approximately \$120,000.00 for the Residency program, that being \$100,000 for artists and \$10,000.00 each for two arts organization to act as fiscal agents.

Staff Recommended Timeline for FY24-25: E. Werner presented proposed timeline for application cycle. M. Matishak updated changes in application process, using Survey Monkey and not Wufoo. S. Allen asked if there would be multiple information sessions. M. Matishak said there would be an information session that was recorded, and posted on the website, and that the team would be available for individual meetings and questions. S. Brueggemann stated that there were no changes to application questions from the past application cycle.

B. S. Allen moved to approve the appropriation and timeline, which includes using the same questions as in past cycles. J. Young seconded. All approved.

IX. Announcements/Ongoing Project Updates

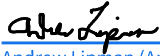
- A. Chair's Announcements A. Lipman announced a multicultural arts festival at Singing Arrow Community Center on May 6. S. Brueggemann will send out a call for artists for the event. S. Allen gave kudos to email from M. Sanchez.
- B. Board Announcements M. Salazar announced she will be out on maternity leave from approximately end of April through August. A. Lipman acknowledged the need for more board members and offered to approach council. S. Brueggemann encouraged members to ask people to apply, and that there should be a new board member approved in late February. M. Salazar asked if there was an at-large position available, S. Brueggemann said there was and that person would only need to reach out to the Mayor's office.
- C. Project Updates: S. Brueggemann stated that now that the Appropriation and Timeline was approved, a CAO memo was ready to be sent up, and on approval, the UETF application would be released. M. Matishak gave updates on Residency programs, announced showcase in May, including performances. S. Brueggemann announced move of the division offices temporarily to basement of City Hall, to be followed by a move to the City Hall gallery.
- D. Events/Dedications: A date in yet set for Residency showcase but we will announce the dates when confirmed.

X. New Business None

XI. Announcements Next meeting April 7, 2023 where application scores will be reviewed.

XII. Adjournment M. Salazar moved to adjourn. S. Allen seconded. No roll call for adjournment.

Respectfully Submitted:
Eric Werner, Management Analyst

Approved: 
Andrew Lipman (Apr 10, 2023 14:08 MDT)
Chair

Apr 10, 2023
Date